

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Monthly Report for December 1982

FROM:

Acting Chief, Human Resources  
Management Division, OC

EXTENSION

NO.

OCHRM M83-007

DATE

10 JAN 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.  
D/CO

11 JAN 1983

12 JAN 1983

[Signature]

2.  
OC-EXA

12 JAN 1983

12 JAN 1983

[Signature]

3.  
OC-P&B

14 JAN 1983

14 JAN 1983

[Signature]

4.  
OC-IMS

1/14/83

[Signature]

5.  
OC-SSA

14 JAN 1983

14 JAN 1983

[Signature]

6.

EXA

14 JAN 1983

14 JAN 1983

[Signature]

7.

OC-IMS

8.

9.

10.

11.

12.

13.

14.

15.

**SECRET**

OCHRM M83- 607

MEMORANDUM FOR: Director of Communications

10 JAN 1983

FROM: [REDACTED]

Acting Chief, Human Resources  
Management Division, OC

SUBJECT: Monthly Report for December 1982

1. The Director of Communications presented a Certificate of Merit to [REDACTED] on Thursday, 2 December, for support [REDACTED]

2. A ceremony was held on Wednesday, 15 December, in the D/CO's office to present Honor and Merit awards to Messrs. [REDACTED]

These awards were presented for their support and assistance in setting up communications for [REDACTED] in the summer of 1982. [REDACTED] received a Certificate of Distinction and [REDACTED] received Certificates of Merit. [REDACTED] was also the recipient of a Certificate of Merit, but was unable to attend the ceremony. [REDACTED]

3. On 15 December, C/CTB briefed several members of the Defense Communications Agency Training Department. Dr. Mary Broad, Captain Don Ryan, Muriel Conwell, and Linda Johnson visited CTB's facilities and were briefed on the mission and functions of CTB. [REDACTED]

4. On 22 December, C/CTB briefed [REDACTED] on CTB's activities and functions. The DD/CO accompanied the group who also received a tour of CTB's facilities. [REDACTED]

5. OTE conducted a special Counseling Course for OC on 6-8 December 1982. The course was held [REDACTED] Eighteen personnel between the grades of GS-11 and GS-14 participated in the course running. [REDACTED]

6. Two members of RDS met with [REDACTED] Chief of Human Resources Planning Staff, OP, on 9 December. Discussions focused on FY-83 projected recruitment requirements. Agreements were reached on all recruitment targets to be submitted to Recruitment. [REDACTED]

WARNING NOTICE  
INTELLIGENCE SOURCES  
OR METHODS INVOLVED**SECRET**

**SECRET**

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25X1 7. On 29 December, the Agency instituted hiring controls which will allow a phased EOD pace to bring the Agency to ceiling no earlier than 30 September. EOD spaces will be allocated by Directorate, with the DDA allocated 32 for January and 31 for February. HRMD is in the process of preparing correspondence to the DDA requesting an exception from these hiring controls. We are also preparing correspondence to the Office of Personnel requesting resumption of the Task Force recruitment effort. [REDACTED]

25X1 8. Graduation ceremonies for TCA Class 3-82 were held on 23 December. The D/CO presented Certificates of Accomplishment to 22 individuals. Three members of the class received out-of-cycle promotions to GS-08 based on their academic achievement. [REDACTED]

25X1 [REDACTED]

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1 - [REDACTED]  
1 - OC-HRMD/CTB

25X1

**SECRET**